

W-2 Contract and Implementation (C&I) Committee Re-vitalization

Revised 4/5/02

After listening to comments from the W-2 Contract and Implementation (C&I) Committee at the November and December 2001, and January and February 2002 meetings regarding the draft paper on C&I revitalization, the draft paper has been revised, and is presented by topics:

Purpose of the W-2 C&I Committee

- The W-2 C&I reviews and advises the Department on W-2 program implementation and procedural issues related to the W-2 Contracts, including fiscal impact statements on proposed policies and criteria for accessing any 2002-2003 Contingency Fund.
- As fiscal stakeholders in the W-2 program, the W-2 C&I Committee develops recommendations for the Department, including the Division Administrator and the Department Deputy Secretary, on the implications of program and procedural issues related to the W-2 Contracts.

Co-Chairs of the W-2 C&I Committee

- The W-2 C&I will be co-chaired by the Director of the Bureau of Partner Services and by one member of the W-2 C&I Committee, who will be selected for the W-2 Contract period by the W-2 C&I members.

Members of the W-2 C&I Committee

- The W-2 C&I is composed of “middle management”: W-2 agency Chief Operating Officers (COOs); W-2 Managers; or other W-2 agency representatives.
- The Committee includes W-2 agency representatives from Milwaukee and balance of state. The Committee includes one or more W-2 agency representatives from small W-2 agencies, including tribal W-2 agencies.
- The W-2 C&I Committee is composed of between twelve to fifteen members, or more members at the discretion of the Division of Workforce Solutions.
- Only W-2 C&I Committee members may vote when there are votes to determine the Committee’s recommendation.

Appointment of W-2 C&I Committee Members

- The W-2 agencies may nominate W-2 agency representatives as W-2 C&I Committee members for consideration by the Division’s co-chair. To ensure balanced representation and that membership requirements are met, the Division’s Co-Chair will make final appointments of W-2 C&I Committee members. Each appointed W-2 C&I Committee member may or may not have been nominated by W-2 agencies.
- The Nominating Subcommittee of the W-2 C&I Committee will coordinate nominations.
- Each of the four Milwaukee W-2 agencies will have a representative appointed to the W-2 C&I Committee. Each of the Division’s regions outside of Milwaukee will have at least one W-2 agency representative appointed to the W-2 C&I Committee. Balance of state urban, small, tribal, consortium, private and county W-2 agencies each will have at least one member appointed to the Committee.

- W-2 C&I Committee members will be appointed for a term of two years or the duration of the W-2 Contract.

Alternates for W-2 C&I Committee Members

- The W-2 C&I Committee will establish the Committee's policy on alternates, if allowed.

Non-member Participation in W-2 C&I Committee Meetings

- At the discretion of the Committee Co-Chairs, non-members may participate in W-2 C&I Committee meetings.

Subcommittees of the W-2 C&I Committee

- The W-2 C&I Committee will establish Subcommittees. *(See the attachment to this paper for a list of Subcommittees.)*
- Each Subcommittee will be chaired by a W-2 C&I Committee member (or co-chaired by W-2 C&I Committee members). At the discretion of the Committee Co-chairs, other W-2 agency representatives who are not members of the Committee may be selected to chair or co-chair a Subcommittee.
- Each Subcommittee will establish a Subcommittee Strategic Plan and projects for the W-2 Contract Period, including a workplan and timelines.
- Subcommittee members should include additional W-2 agency representatives who are not members of the Committee and/or additional members who are not W-2 agency representatives, including advocates and employers.
- Staff support for each Subcommittee will be provided by the Division of Workforce Solutions to coordinate resources from the Division. *(Additional information on Division staff support will be provided at the W-2 C&I Committee meeting that establishes Subcommittees.)*

Definition of W-2 C&I Committee Member Responsibilities

- W-2 C&I Committee members will be expected to represent other agencies of their type (e.g., balance of state, private, small county agencies, and etc.,) that do not have membership directly on the Committee. The member's responsibilities include speaking on behalf of the other agencies after obtaining their input and reporting back to other agencies after Committee meetings.

Agenda of the W-2 C&I Committee

- The W-2 C&I Committee agenda will consist of Subcommittee reports and issues forwarded from any of the Subcommittees. Some issues may not fit into any of the Subcommittees and may go directly to the W-2 C&I Committee agenda.

Meeting Frequency

- The Committee will be scheduled to meet twelve times each calendar year. The Co-chairs may cancel or reschedule a meeting, if necessary, on behalf of the Committee.

Attachment on W-2 C&I Subcommittees

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The following are the initial Subcommittees that have been established for the 2002-2003 contract period:

- Contract Issues Subcommittee (for the 2002-2003 W-2 and Related Programs Contract), (including Disputes Resolution; Fiscal/Contingency Fund; and Reporting Requirements issues from the Workload Symposium sponsored by the Wisconsin County Human Services Association [WCHSA]);
- Client Assistance for Re-employment and Economic Support System (CARES) Village Project Subcommittee (including CARES issues from the Workload Symposium);
- Program and Policy Development Subcommittee (including TANF reauthorization; Manpower Demonstration Research Corporation [MDRC] Demonstration and Evaluation Project on Enhanced Services for the Hard-to-Employ; and Program/Policy issues from the Workload Symposium);
- Income Maintenance (IM)/W-2/Child Care Coordination Subcommittee (including Medicaid, Food Stamps and Child Care issues from the Workload Symposium);
- Caseload Fluctuations Subcommittee; and
- Performance Standards Subcommittee (including Consumer Satisfaction survey and Performance Standards issues from the Workload Symposium).

The number of Subcommittees will be limited in order to focus the work of the Subcommittees. The W-2 C&I Committee will work to establish active Subcommittees to advise the Department on W-2 Contract issues identified by the W-2 C&I Committee and Subcommittees.

Subcommittees will be designated by the W-2 C&I Committee Co-Chairs.